

**KMC 1083: Basic Helping Skills
SEMESTER I, 2016/2017
Assignments**

A. INDIVIDUAL ASSIGNMENT (15%) – Due Date: Week 7

1. Please see the details in the individual assignment's file
2. Please submit the hardcopy report & upload the softcopy in the Morpheus

B. REFLECTION JOURNAL (10%) – Due Date: Week 10

1. Students have to write a reflection journal based on their experiences during classes, individual assignment, and group assignment along the semester.
The content includes emotions, cognitive and behaviours that involved.
2. The students need to be creative and relate the teaching and learning experience with other issues/ sources. You can add pictures, video links etc.
3. The writings are to be uploaded in the Blog with a:
 - a. minimum number of TWO entries
 - b. minimum word of 300 for each blog entries
 - c. matric number and the topic of the reflection/ blog entry
4. You also need to comment at least TWO of your friends' blog entries.
5. Please follow the ethical guideline in academic writing.
6. The Blog can be reach at:
<http://traineecounsellors.blogspot.my/>
email : traineecounsellors@gmail.com
password : counsellors2016

C. GROUP ASSIGNMENT (15%) – Due Date: Week 9

1. In a group of three (3), students have to conduct a live helping session.
2. During the session, students must demonstrate skills, techniques, model and theory that they have learnt in class.
3. The session need to be recorded (20 minutes) and transcript.
4. Students are required to identify the helping skills and techniques used in the sessions.
5. The submission of the assignment includes:
 - a) Full Report with the – Printed & Uploaded in the Morpheus
 - b) Transcript as an Appendix – Printed and Uploaded in the Morpheus
 - b) Video – 30 Minutes - CD
 - d) Short Video – 4-5 minutes – (Please read in the following section - Group Short Video Presentation)

FULL REPORT

1. Introduction (1 page)	5. Application of Theory (2 pages)
2. Helpee's Profile (1 page)	6. Group Learning Experience (1 pages)
3. Case Details (1 pages)	7. Conclusion (1 page)
4. Techniques and Skills - based on transcript (2 pages)	8. Reference (1 page)
Maximum of 10 pages , excluding cover page, table of content, appendix and references	

D. GROUP PRESENTATION (10%) – Week 9 & 10

1. The content of the presentation is based on your Group Assignment.

2. There are TWO Forms of Presentation

a. Group Class Live Presentation – Week 9 & 10

b. Group Short Video Presentation - Due Date: Week 10

3. Group Short Video Presentation

a. Edit your video and create your own short video (4-5 min duration) to present the specific counseling skills. Use Movie Maker (Windows)/ Powtoon etc to create a short video. E.g:

<http://www.youtube.com/watch?v=P0QV6o8HAUQ>

b. Upload your video into the youtube and share the video/video link in our Blog.

4. Group Class Live Presentation

a. Present the Group Short Video Presentation in the class.

b. The power point presentation for the class presentation should content:

• Introduction	• Techniques and Skills
• Case Details	• Model and Theories
• Helpee Profile	• Group Learning Experience
Please limit you class presentation between 10-15 minutes ONLY	

E. WRITING FORMAT FOR ASSIGNMENT (for both individual and group), and JOURNAL REFLECTION :

- 1) 12 Font (Times New Roman)
- 2) 1.5 spacing
- 3) 1" left and right margin
- 4) 1" top and bottom margin
- 5) Justify
- 6) Binding tape ONLY
- 7) Cover assignments should be in **WHITE** only (NO need plastic cover)
- 8) Provide the articles, journals and any others reading materials that become your references
- 9) Do submit your assignment on the date stated. Mark will be deducted for any late submissions. (-1 mark per day).